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Eighth United Nations Conference on the Standardization of Geographical Names
Berlin, 27 August-5 September 2002
Agenda item 21
Adoption of the report of the Conference

Draft report

Organization of work of the Conference

A. Terms of reference

The eighth United Nations Conference on the Standardization of Geographical Names was held at the Federal Foreign Ministry, Berlin, Germany, from 27 August-5 September, in accordance with Economic and Social Council decisions 1998/221 of 23 July 1998 and 1999/9 of 26 July 1999.

B. Opening of the Conference

The Director of the United Nations Statistical Division of the Department of Economic and Social Affairs opened the Conference and made a statement.

H.E. Mr. Otto Schily, Federal Minister of the Interior of the Federal Republic of Germany, Mr. Sergei Ordzhonikidze, Under-Secretary-General and Director-General of the United Nations Office in Geneva, Dr. Gunter-Pleuger, State Secretary of the Foreign Office of the Federal Republic of Germany, and H.E. Mr. Klaus Wowereit, Governing Mayor of Berlin and the President of the Second Federal Chamber addressed the Conference.

C. Attendance

[To be completed]

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D. Election of the President

At the 1st plenary meeting, on 27 August, the conference elected, by acclamation, His Excellency Mr. Klaus-Henning Rosen, President of the Conference, who give a welcoming address.

E. Organizational matters

(i) Adoption of the Rules of Procedure

At the 1st plenary meeting, on 27 August, the Conference adopted the provisional rules of procedure (E/CONF.94/2 and Corr.1).

(ii) Adoption of the agenda

At the 1st plenary meeting, on 27 August, the Conference adopted the provisional agenda (E/CONF.94/1), as corrected. The agenda as adopted was as follows:

1. Opening of the Conference.
2. Election of the President of the Conference.
3. Organizational matters:
   (a) Adoption of the rules of procedure;
   (b) Adoption of the agenda;
   (c) Election of officers other than the President;
   (d) Organization of work;
   (e) Credentials of representatives to the Conference.
4. Reports by Governments on the situation in their countries and on the progress made in the standardization of geographical names since the Seventh Conference.
5. Reports by divisions of the Group of Experts on Geographical Names on the situation in their divisions and on the progress made in the standardization of geographical names since the Seventh Conference.
6. Meetings and conferences:
   (a) United Nations Group of Experts on Geographical Names;
   (b) Divisional and interdivisional meetings and programmes;
   (c) National names meetings, conferences and symposia;
   (d) International names meetings, conferences and symposia.
7. Measures taken and proposed to implement United Nations resolutions on the standardization of geographical names.
8. Economic and social benefits of the national and international standardization of geographical names.

9. National standardization:
   (a) Field collection of names;
   (b) Office treatment of names;
   (c) Treatment of names in multilingual areas;
   (d) Administrative structure of national names authorities;
   (e) Toponymic guidelines for map editors and other editors.
10. Exonyms.
11. Reports on programmes to assist with pronunciation of names.
12. Toponymic data files:
   (a) Data collection procedures;
   (b) Data elements required;
   (c) Toponymic data transfer standards and formats;
   (d) Automated data-processing (ADP) systems;
   (e) Compatibility and structure of systems;
   (f) National gazetteers;
   (g) Other publications.
13. Toponymic web sites.
14. Terminology in the standardization of geographical names.
15. Features beyond a single sovereignty:
   (a) Policies, procedures and cooperative arrangements;
   (b) Features common to two or more nations.
16. Writing systems:
   (a) Romanization;
   (b) Conversion into non-Roman writing systems;
   (c) Writing of names in unwritten languages.
17. Toponymic education and practice and international cooperation:
   (a) Existing education and practice;
   (b) Training courses in toponymy;
   (c) Exchange of advice and information;
   (d) Exchange of personnel;
   (e) Technical assistance;
   (f) Cooperation with national organizations;
   (g) Cooperation with international organizations;
   (h) Cooperation with public information media.

18. Country names.

19. Arrangements for the Ninth Conference.

20. Adoption of resolutions drafted during the Conference.

21. Adoption of the report of the Conference.

22. Closing of the Conference.

At the same meeting, the Conference approved the annotations (E/CONF.94/MISC.1, in English only).

(iii) Election of officers other than the President

At the 1st plenary meeting, on 27 August, the conference elected the following officers:

Vice-Presidents:	Mr. David Munro (United Kingdom) Mr. Atoui Brahim (Algeria)
Rapporteur:	Mr. Brian Goodchild (Australia)
Editor-in-Chief:	Ms. Helen Kerfoot (Canada)

(iv) Organization of work

At the 1st meeting, on 27 August, the Conference approved its organization of work, as contained in document E/CONF.94/MISC.2, in English only, established three technical committees, and elected the officers as follows:

Committee I

Chairman	Mr. Naftali Kadmon (Israel)
Vice-Chairman	Mr. Hans Ringstam (Sweden)
Rapporteur	Mr. Peter Jordan (Austria)

National standardization (item 9 and sub-items (a)-(e))

Exonyms (item 10)

Committee II

Chairman	Mr. Randall Flynn (United States)
Vice-Chairman	Mr. Botolv Helleland (Norway)
Rapporteur	Ms. Isolde Hausner (Austria), assisted by Ms. Felicia Akinyeme (Nigeria)

Toponymic data files (item 12 and sub-items (a)-(g))

Toponymic web sites (item 13)

Terminology in the standardization of geographical names (item 14)

Committee III

Chairman	Mr. Ferjan Ormeling (Netherlands)
Vice-Chairman	Mr. Peeter Päll (Estonia)
Rapporteur	Ms. Caroline Burgess (United Kingdom)

Reports on programmes to assist with pronunciation of names (item 11)

Features beyond a single sovereignty (item 15 and sub-items (a) and (b))

Writing systems (item 16 and sub-items (a)-(c))

Toponymic education and practice and international cooperation (item 17 and sub-items (a)-(g))

Country names (item 18)

Items 1-8 and 19-22 were considered in plenary meetings.

(v) **Credentials of representatives to the Conference**

The Credentials Committee, composed of the President, the two Vice-Presidents, the Rapporteur, and the Deputy Executive Secretary, reported that the credentials of all representatives had been found to be in order.